

JUN 2 1947

**MEMORANDUM FOR THE ASSISTANT DIRECTOR FOR
REPORTS AND ESTIMATES**

Subject: Monthly Progress Reports

**Reference: a. Director's Secret Memo, Subject "Staff
Surveys of Activities CIG and Progress
Reports", dated January 13, 1947**

1. A study has been made in ICAPS with a view to revising the monthly progress reports of ORE, CO and OCD, submitted in accordance with reference a, in order to determine a format which may be more standardized between the three offices, and to provide to a greater extent the information desired by the Director and as the basis for the required quarterly survey inspections while deleting those data which are not considered necessary.

2. Accordingly, it is requested that hereafter the monthly reports be prepared under the three following general headings:

- I. Implementation of recently proposed plans and policies.
- II. Accomplishment of overall mission including firmly established individual objectives.
- III. Proposals for improvement.

It is believed that under these three main headings, and the detailed breakdown given below, each Assistant Director will be able to supply such facts and figures as will allow the Director to be fully informed of the work and problems of each Assistant Director and to be cognizant of the flow of intelligence within CIG and between CIG and the agencies.

3. Under Section I, it is suggested that recently approved plans, policies and directives be discussed in general terms, with such supporting data as may be required, in order to give readers a clear picture of the degree to which implementation has been accomplished. Thus, referring to the ORE status report of April 1947, it is considered that the following could properly be included under this section:

a. Concurring or dissenting action by IAB agencies on ORE papers

b. Development of Situation Reports

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- c. Integration of the basic intelligence effort within ONS
 - d. CIG Research Unit, Hoover Library
 - e. Accomplishments of Reference and Scientific Branches as given in Parts III and IV of Tab D.
4. Section II should include not only comments on the overall mission but on related individual tasks or objectives which are on a firmly established basis.
- a. Comments upon adequacy, clearness or correctness of assigned mission of the office.
 - b. Comments upon matters relating to internal office problems.
 - c. Comments upon matters relating to IAB agency relations to the office.
 - d. Comments upon matters relating to interoffice relationships within CIG.
 - e. Development of National Intelligence Requirements.
 - f. Progress of Defense Project.
 - g. Development of the personnel situation (Summary of personnel situation, Tab E is not desired).
 - h. A statement of current intelligence produced. The itemization of each separate item, as given in Tab A of ONS April report, is not desired, but a summary of total reports under each category together with a comparison with totals of previous months should be included.
 - i. A continuation of the listing of returning attaches briefings. The inclusion of all attaches briefed prior to their departure from the U. S. is not required. Nor is it required to list all graphic presentations (Tab B).
 - j. A general statement of staff intelligence produced. Detailed tabular production figures (Part I of Tab D) are not required, but a summary similar to that in h. above should be included.

5. Section III should include:

- a. Proposals and recommendations for the improvement of existing conditions.**
- b. Projects contemplated within the near future.**

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

**WALTER C. FORD
Captain, USN
Executive Director**

**EW/ml1
I 28 May 1947**

**CC Exec. Registry -1
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Capt. Ford**

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